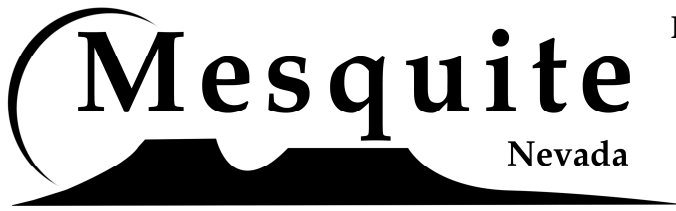


# APPLICATION FOR EMPLOYMENT



Return to: **CITY OF MESQUITE**  
**Attention: Human Resource Dept.**  
**10 East Mesquite Boulevard**  
**Mesquite, Nevada 89027**  
**(702) 346-5295; FAX 346-2795**  
***www.mesquitenv.gov***

## The City of Mesquite is an Equal Opportunity Employer

Review the minimum qualifications listed on the job announcement. If you feel you meet the minimum qualifications, complete and submit this application to the City of Mesquite Department of Human Resources. **BE THOROUGH AND COMPLETE ALL AREAS OF THE APPLICATION.** The answers you provide will determine whether or not you will continue in the screening process. Your completed application, combined with any supplementary materials specified on the job announcement, **MUST** be received by the Department of Human Resources no later than 4:30 p.m. (Pacific Time) on the closing date specified on the job announcement. Incomplete, outdated, undated or unsigned application **WILL NOT** be processed. We are not responsible for materials lost or delayed in the U.S. Mail.

Faxed applications are accepted, unless otherwise indicated on the job announcement. Applications that are accepted by fax **MUST BE RECEIVED** by the City of Mesquite Department of Human Resources no later than 4:30 p.m. (Pacific Time) on the closing date specified on the job announcement.

Electronic applications are not accepted.

**\*\*\*PLEASE TYPE OR PRINT ALL ANSWERS IN BLUE OR BLACK INK\*\*\***

**Position Applied For:** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

### PERSONAL INFORMATION

**Name:** \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle Initial (list any names previously known by)

**Address:** \_\_\_\_\_  
Street/P.O. Box City State Zip Code

**Telephone Number:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Alternate Phone Number:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**May we contact you at work?** \_\_\_\_ Yes \_\_\_\_ No **Work Number:** \_\_\_\_\_

**Do you possess a valid driver's license?** \_\_\_\_ Yes \_\_\_\_ No

**Driver's license Number:** \_\_\_\_\_ **State** \_\_\_\_\_ **Exp.** \_\_\_\_\_

## PERSONAL INFORMATION - CONTINUED

If you are under 18, can you furnish a work permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been employed by the City? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give dates: from \_\_\_\_\_ to \_\_\_\_\_

Are you related to any City employee or elected City official? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, who and what is the relationship? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Proof of U.S. Citizenship or immigration status will be required upon employment)

Have you ever been bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No

If required, will you undergo a pre-employment physical? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date available for work: \_\_\_\_\_

Do you presently use illegal drugs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been disciplined in your employment related to workplace violence? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Are you currently awaiting trial on any charges? \_\_\_\_\_ Yes \_\_\_\_\_ No

## CONVICTION INFORMATION

Have you **EVER** been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication), or any lesser crime, other than a minor traffic infraction? (If "Yes", please provide detailed information for each incident below.) \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been convicted of a moving traffic violation within the last five years? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If "Yes", please provide detailed information for each incident below.)

Include any conditions of your parole and/or probation, if applicable. DUI, reduction of DUI, reckless and careless driving convictions MUST be included. A criminal conviction does not necessarily preclude employment. Each case is considered on its individual merits.

OMISSION OF REQUESTED INFORMATION IS A BASIS FOR REJECTING AN APPLICATION.

This section can only be amended if a conviction occurs after the application has been time-stamped. In that event, it is your responsibility to provide any conviction updates to Human Resources during the life of the application.

Any misrepresentation or material omission of fact may be considered grounds for DISQUALIFICATION and/or DISMISSAL.

## EDUCATIONAL BACKGROUND

When claiming college, business or vocational school credits for meeting minimum qualifications, you are required to submit a copy of your degree or a legible photocopy of your up-to-date transcript with this application. Failure to do so may delay processing or disqualify your application. All documents submitted become the property of the City of Mesquite Department of Human Resources and cannot be returned.

Did you graduate from high school or receive a GED certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Location \_\_\_\_\_

List last five schools attended, including high school, starting with most recent.	Location	Years completed	Degree, diploma, or certificate earned.	Major
1				
2				
3				
4				
5				

**LANGUAGE:** In addition to English, list any other language abilities you possess:

		Written Fluency	Verbal Fluency
1			
2			

**SKILLS & QUALIFICATIONS:** Summarize special skills, including computer skills, and qualifications acquired from employment or other experiences that may qualify you to work for the City.

Typing _____ wpm	Word Processor: _____ DOS _____ Windows _____
Shorthand? _____ Yes _____ No	Spreadsheet: _____ DOS _____ Windows _____

Other skills and/or equipment you can operate:

**REFERENCES:** List three school or personal references not related to you.

Name	Telephone	Years Known
1)		
2)		
3)		

## ADDITIONAL INFORMATION

**LICENSES:** (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates:


## EMPLOYMENT HISTORY

Provide your employment history (**MINIMUM 10 YEARS**), beginning with your most recent experience.

- Include volunteer and U.S. Military service
- Describe the work you performed in detail so that we can determine not only your tasks, but the level of responsibility. Failure to do so may delay processing or disqualify your application.
- List each promotion separately.
- Explain gaps between employment periods.
- If more space is needed, please complete and attach an Experience Addendum Sheet and/or additional pages as needed to fully detail your work experience.
- You are encouraged to attach a resume, but reference to a resume in lieu of completing this section is not permissible.

### EMPLOYMENT HISTORY WILL BE VERIFIED

**Current/Most recent employer:**

Telephone:

Address:

Your Job Title:

Supervisor's Name/Title:

Reason for Leaving:

Dates Employed: From:

To:

Hourly Rate/Salary:

Summarize work performed / job responsibilities:

May we contact this employer for reference? ☐ Yes ☐ No ☐ Later

**Prior employer:**

Telephone:

Address:

Your Job Title:

Supervisor's Name/Title:

Reason for Leaving:

Dates Employed: From:

To:

Hourly Rate/Salary:

Summarize work performed / job responsibilities:

May we contact this employer for reference? ☐ Yes ☐ No ☐ Later

**EMPLOYMENT HISTORY - CONTINUED****Prior employer:**

Telephone:

Address:

Your Job Title:

Supervisor's Name/Title:

Reason for Leaving:

Dates Employed: From:

To:

Hourly Rate/Salary:

Summarize work performed / job responsibilities:

May we contact this employer for reference? ☐ Yes ☐ No ☐ Later**Prior Employer:**

Telephone:

Address:

Your Job Title:

Supervisor's Name/Title:

Reason for Leaving:

Dates Employed: From:

To:

Hourly Rate/Salary:

Summarize work performed / job responsibilities:

May we contact this employer for reference? ☐ Yes ☐ No ☐ Later**Prior Employer:**

Telephone:

Address:

Your Job Title:

Supervisor's Name/Title:

Reason for Leaving:

Dates Employed: From:

To:

Hourly Rate/Salary:

Summarize work performed / job responsibilities:

May we contact this employer for reference? ☐ Yes ☐ No ☐ Later

# ACKNOWLEDGEMENT, AUTHORIZATION AND AGREEMENT

This application will be used for one recruitment only. If you wish to apply for other positions with the City of Mesquite, you must submit an application for each position. Reference in this application to materials submitted with other applications cannot be considered. Since the information you submit on this application may be the entire examination process, your failure to provide complete information could delay or disqualify you from consideration. It is your responsibility to notify Human Resources in writing of any changes in address or phone number.

All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

This application is the property of the City of Mesquite and will become part of my personnel file if I am hired.

Unless indicated otherwise in this application, I authorize the City of Mesquite to contact any employer or individual that I have listed on my employment application and/or resume or mentioned during job interviews, to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with the City of Mesquite. In addition, I authorize the City of Mesquite to conduct a background search which includes criminal history and military history. In addition, if the position I am applying for requires driving an employer vehicle, I authorize employer to conduct a Department of Motor Vehicles (DMV) search. If the position to which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize the City of Mesquite to contact any institutions and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

In exchange for the City of Mesquite's consideration of my employment application, and/or my continued employment with the City of Mesquite, if any, I authorize anyone possessing information to furnish it to the City of Mesquite upon request, and I release the organizations and all individuals providing the information or acquiring the information, including the City of Mesquite from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

I understand this consent will apply during the entire course of my employment with the City of Mesquite should I obtain such employment. I understand and agree that this consent shall remain in effect indefinitely.

I further understand that if I am hired by the City of Mesquite, I will be employed on a trial basis for a period of at least six (6) months. During the trial period my employment relationship with the City of Mesquite is considered "at-will". Either I or the City may terminate the employment relationship with or without cause, with or without notice, for any reason not prohibited by law.

I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with the City of Mesquite. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from the City of Mesquite constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job related physical examination and drug screening upon conditional offer of employment. The physical exam and/or drug screening will be paid for by the City of Mesquite. If successful completion of a drug screening test is not obtained, I understand I will not be eligible for hire with the City of Mesquite. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

I further agree and hereby give my consent for the City to furnish any statistical data regarding this application that may be required for compliance with the Equal Employment Opportunity guidelines.

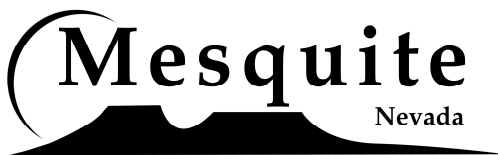
The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is voluntary on this application form. The number will be used by the City of Mesquite to help verify your identity and information contained on the application.

My signature below certifies that the information provided is true and correct to the best of my knowledge.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Pursuant to the requirement of **the Americans with Disabilities Act**, do you require reasonable accommodations during the application and/or testing process?      ☐ Yes      ☐ No      --- If "Yes" please identify your need:



- OPTIONAL -

## EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The following information is necessary for the City of Mesquite to evaluate its recruiting and hiring practices and to prepare reports required by law for the State and Federal Governments. This information will be used solely for research and statistical purposes and in no way affects any employment decision. The form is optional, and your **voluntary cooperation** is appreciated. We ask your help in filling in the blanks that apply to you. This form will be filed separately from your application by Personnel immediately upon receipt and the information will not be used to make employment decision that affects you.

Position Applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Gender: ☐ Male ☐ Female

Date of Birth: \_\_\_\_\_

How did you learn of this position? ☐ Friend ☐ Newspaper ☐ Internet ☐ Other \_\_\_\_\_

**Please check one box only for the racial/ethnic category you most closely identify with (See below ethnic definitions).**

- |   |  |
|---|--|
| <input type="checkbox"/> White                          | (Not of Hispanic origin) Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.  |
| <input type="checkbox"/> African American               | (Not of Hispanic origin) Persons having origins in any of the Black racial groups.   |
| <input type="checkbox"/> Hispanic                       | Persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.   |
| <input type="checkbox"/> Asian or Pacific Islander      | Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| <input type="checkbox"/> American Indian Alaskan Native | Persons having origins in any of the original peoples of North and South America (including Central America), and who or maintain cultural identifications through tribal affiliations or community recognition. Please identify your tribal affiliation:                        |

\_\_\_\_\_